



# Office of the City Clerk

Weekly Report – for Week Ending January 27, 2017

## OFFICE OF THE CITY CLERK – PROJECTS AND STATUS

### Elections

Staff billed the Los Angeles County Registrar Recorder/County Clerk's Office \$103,580 for the assistance our Department provided during the November 8, 2016 State General Election.

Election Bilingual Specialists were introduced at the January 24, 2017, City Council meeting and each introduced themselves in one of the twelve non-English languages utilized by the City to illustrate our efforts to promote voter outreach and enfranchise non-English speaking communities.

Staff has secured 400 polling places, or 29% of the total needed for the May General Municipal Election.

### Neighborhood and Business Improvement Districts

On January 24, 2017, the Economic Development Committee approved the 2017 Annual Planning Reports for the Melrose, Studio City, North Hollywood, Highland Park, Central Avenue Historic, Sunset and Vine, Tarzana, Gateway to LA, Sherman Oaks, Westchester Town Center, Arts District Los Angeles, Fashion District and Larchmont Business Improvement Districts.

Staff authorized the consultant for the Figueroa Corridor Business Improvement District renewal to proceed to the petition stage of its application.

### Records Management

Staff from the Office of the Chief Legislative Analyst researched the City's Sanctuary City Resolution. A researcher from Stetson University researched the City's minimum wage ordinances. The City Attorney's Office further researched ordinances pertaining to hours of operation for City parks and beaches.

### Systems

The semi-annual disaster recovery exercise was successfully conducted on January 21, 2017. The exercise emulated a complete power failure. It took less than four hours to restore backup data between Piper Tech and City Hall.

### Administrative Services

The Department submitted its response to the Controller's 5% Reduction Exercise.

Human Resources staff is working with the Ethics Commission to update Conflict of Interest filers' paperwork and submission requirements per individual position descriptions.

### Neighborhood Council (NC) Funding Program

Currently there are seven Neighborhood Councils with outstanding budgets and seven with frozen funds. NC Funding Program staff is finalizing a budget management training program for Neighborhood Councils to familiarize them with the new electronic banking system that is anticipated to go-live July 1, 2017.